

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE POLICY DIRECTIVE 61-2

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Scientific, Research and Development

**MANAGEMENT OF SCIENTIFIC AND
TECHNICAL INFORMATION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This directive establishes policies for managing scientific and technical information. It applies to all Air Force military and civilian personnel; members of the Air Force Reserve; members of the Air National Guard; and other individuals or organizations as required by binding agreement or obligation with the Department of the Air Force. This Air Force Policy Directive (AFPD) implements Department of Defense Instruction (DoDI) 3200.12, *DoD Scientific and Technical Information Program (STIP)*; DoDI 3200.14, *Principles and Operational Parameters of the DoD Scientific and Technical Information Program*; DoDI 5230.24, *Distribution Statements on Technical Documents*; Department of Defense Directive (DoDD) 5230.25, *Withholding of Unclassified Technical Data from Public Disclosure*; DoDI 5230.27, *Presentation of DoD-Related Scientific and Technical Papers at Meetings*. If there is any conflicting guidance between this AFPD and Department of Defense (DoD) issuances, the latter shall take precedence. This AFPD cannot be supplemented. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This directive has been substantially revised and must be completely reviewed. It updates Air Force policy to provide greater clarity concerning the roles and responsibilities of all Air Force

organizations directly involved in the creation and dissemination of scientific and technical information.

1. Policy. The Air Force will efficiently and effectively manage scientific and technical information created or acquired in the execution of research, development, test and evaluation (RDT&E) activities. The purpose of this policy directive is to ensure scientific, technical, and engineering information is appropriately identified, documented, disseminated, preserved, marked, protected, and accessible to the research and acquisition community, policy makers, industry, and the general public within the boundaries of laws, regulations, Executive orders, and other requirements. Use this policy directive with AFI 61-101, *Management of Science and Technology*, and AFI 63-101, *Integrated Life Cycle Management*. Regardless if an Air Force organization is a creator or user of scientific and technical information, all Air Force personnel should have an understanding of how to manage scientific and technical information.

1.1. The Air Force ensures scientific and technical information is a key outcome and record of Air Force basic research, applied research, and advanced technology development in accordance with DoDI 3200.12. Research progress and final results are reported to the Defense Technical Information Center (DTIC).

1.2. The Air Force communicates, collaborates, and shares scientific, technical, and engineering information among DoD scientists, engineers and acquisition professionals, other federal agencies, and academic, private sector, and international partners in accordance with DoDI 3200.20, *Scientific and Engineering Integrity*.

1.3. The Air Force appropriately marks with distribution statements all technical information, regardless of media type, resulting from RDT&E efforts and operations and maintenance (O&M) efforts in accordance with DoDI 5230.24.

1.4. The Air Force withholds all unclassified technical data that discloses critical technology or information with military or space application in the possession or under the control of a DoD Component that may not be exported lawfully without an approval, authorization, or license in accordance with DoDD 5230.25.

1.5. Technical information may be classified, controlled unclassified information, or unclassified public releasable and will be controlled in accordance with DoD Manual 5200.01-V1, *DoD Information Security Program: Overview, Classification, and Declassification*, DoD Manual 5200.01-V2, *DoD Information Security Program: Marking of Classified Information*, DoD Manual 5200.01-V4, *DoD Information Security Program: Controlled Unclassified Information (CUI)*, and DoD Directive 5230.09, *Clearance of DoD Information for Public Release*.

1.6. This directive does not apply to DoD programs involving day-to-day operations the warfighter uses unless required for scientific and technical analysis, DoD scientific and technical information the intelligence community produces, or signals intelligence and communications security information.

2. Responsibilities.

2.1. Assistant Secretary of the Air Force for Acquisition (SAF/AQ):

2.1.1. Develop Air Force scientific and technical information policy and provide oversight and guidance. Information equities include scientific, technical, and engineering information from pre-acquisition through the acquisition life cycle.

2.1.2. Designate an Air Force scientific and technical information manager to serve as the single, authoritative point of contact for all scientific and technical information matters.

2.2. Commanders and directors of major commands, direct reporting units, and field operating agencies, Air National Guard units, and Air Force Reserve units:

2.2.1. Execute a scientific and technical information program to ensure scientific, technical, and engineering information is properly created, documented, controlled, and disseminated. As appropriate, designate scientific and technical information managers.

2.2.2. In accordance with DoDI 5230.24, establish and maintain training and education to provide a basic understanding of distribution statement markings. Training and education may be incorporated into required information security training.

Deborah Lee James
Secretary of the Air Force

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoD Directive 5230.09, *Clearance of DoD Information for Public Release*, August 22, 2008

DoDD 5230.25, *Withholding of Unclassified Technical Data from Public Disclosure*, November 6, 1984

DoDI 3200.12, *DoD Scientific and Technical Information Program*, August 22, 2013

DoDI 3200.14, *Principles and Operational Parameters of the DoD Scientific and Technical Information Program*, May 13, 1997

DoDI 3200.20, *Scientific and Engineering Integrity*, July 26, 2012

DoDI 5230.24, *Distribution Statements on Technical Documents*, August 23, 2012

DoDI 5230.27, *Presentation of DoD-Related Scientific and Technical Papers at Meetings*, October 6, 1987

AFI 61-101, *Management of Science and Technology*, March 14, 2013

AFI 63-101, *Integrated Life Cycle Management*, March 7, 2013

Air Force Manual (AFMAN) 33-363, *Management of Records*, August 29, 2013

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFPD—Air Force Policy Directive

AFMAN—Air Force Manual

DoD—Department of Defense

DoDD—Department of Defense Directive

DoDI—Department of Defense Instruction

DTIC—Defense Technical Information Center

MAJCOM—Major Command

O&M—Operations and Maintenance

RDS—Records Disposition Schedule

RDT&E—Research, Development, Test, and Evaluation

Terms

Defense Technical Information Center (DTIC)—Collects, indexes, catalogs, and provides storage for scientific and technical information obtained from DoD components and their contractors, non-DoD domestic sources and foreign sources. Maintains and operates centralized

databases of technical and management-related information describing the content and scope of research and engineering programs. Operates under the authority, direction, and control of the Assistant Secretary of Defense for Research and Engineering.

Scientific and Technical Information—Findings and technological innovations resulting from basic research, applied research, and advanced technology development efforts and science and technology work of scientists, researchers, and engineers, whether contractor, grantee, or federal staff. Scientific and technical information also conveys the results of demonstration and commercial application activities as well as experiments, observations, simulations, wargames, studies, and analyses. Scientific and technical information is found in many forms and formats including textual, graphical, numeric, multimedia, and digital data, technical reports, scientific and technical conference papers and presentations, theses and dissertations, scientific and technical computer software, journal articles, workshop reports, program documents, system concepts, patents, and other forms or formats of technical data. Scientific and technical information may be classified, controlled unclassified information (including export controlled or personally identifiable information), or unclassified publically releasable. DoD-funded scientific and technical information originates primarily from research and other activities performed by direct DoD-executed prime procurements, DoD-operated research activities, and financial assistance recipients, as well as DoD employees.

Technical Document—any recorded information that conveys scientific and technical information or technical data. This includes such informal documents as working papers, memoranda, and preliminary reports when such documents have utility beyond the immediate mission requirement or will become part of the historical record of technical achievements.

Technical Information—this term is broader in scope than the Scientific and Technical Information definition and is applicable when determining distribution statements for technical documents. It includes technical data or computer software of any kind that can be used, or adapted for use, in the design, production, manufacture, assembly, repair, overhaul, processing, engineering, development, operation, maintenance, adapting, testing, or reconstruction of goods or material or any technology that advances the state of the art or establishes a new art in an area of significant military applicability in the United States. The data may be in tangible form, such as a blueprint, photograph, plan, instruction, or an operating manual, or may be intangible, such as a technical service or oral, auditory, or visual description. Examples of technical data include research and engineering data, journal articles, workshop reports, program documents, wargame system concepts, patents, data sets, engineering drawings and associated lists, catalog-item identifications, specifications, standards, process sheets, technical manuals, technical reports, technical orders, and studies and analyses.